



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Recruiting & Retention Superintendent (RRS) AFSC: 8R000 PSN #: 0070437734	RANK/GRADE: NTE SMSgt/E-8	<input type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input checked="" type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2015-020
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UNIT, LOCATION, POC:

JFHQ, NCANG (Duty Location, Charlotte NC)

POC: Col Clarence Ervin clarence.ervin.mil@mail.mil

919-664-6181 DSN: 582-9181

OPENS: 10 July 2015 CLOSES: 09 Aug 2015

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Advise command staff for the state on all recruiting and retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns. Ensure all recruiting and retention personnel are trained in accordance with (IAW) applicable directives, instructions and procedural guidance. Ensure all recruiting and retention personnel maintain sales training proficiency requirements. Serve as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB/A1Y in accordance with applicable procedural guidance. Maintain Staff Assistance Visit (SAV) Program. Ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed. Develop and administer the State, Regional and National Recruiting and Retention Awards Program. Analyze recruiter/retainer productivity, gain and loss trends determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan to ensure mission success. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program. Ensure all required reports and requests for data are timely and accurate. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention plan. Responsible for managerial oversight of the State's Recruiting and Retention Programs. Ensure Air Force Recruiting Information Support System (AFRISS) and AFRISS Based Retention Office Manager's Productivity System (ROMPS) [ABR] are utilized to fullest capability by all recruiting and retention personnel. Evaluate all waivers from state recruiting and retention personnel and forward to the appropriate waiver authority. Ensure a Health Professions/Medical Recruiter is designated for each wing and conduct a health team workshop, as needed or required. Identify and select a designated officer recruiter for each Wing. Perform other duties as required by governing regulations/instructions.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Minimum of two years of experience in Air Component recruiting and/or retention in SDI 8R000 and 18 months ANG membership are required prior to assuming the RRS position. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting/retention strength standards and goals with accomplished sales management ability. Comply with military duty eligibility requirements in IAW ANGI 36-101. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny. Must be a Senior Master Sergeant (E8) or a promotable Master Sergeant (E7) prior to assignment as a RRS. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications. Completion of RRS 101 Course within one year of assignment. Completion of the applicable coaching programs within one year of assignment is mandatory. If a prior service USAF or USAF Reserve recruiter: Completion of applicable sales training programs within one year of assignment to the RRS position is mandatory.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Applicants for E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECED. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.